



Rochester Hills Minutes

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Administration and Information Services Committee

*John L. Dalton, April Feng, Bob Grace, Melinda Hill, Barbara Holder, Bev Jasinski,
Stephen Kirksey, Pam Lee, Jennifer Stein, Gerard Verschueren*

Tuesday, February 1, 2005

4:00 PM

1000 Rochester Hills Drive

DRAFT

CALL TO ORDER

Chairperson Holder called the Administration and Information Services Committee meeting to order at 4:03 p.m.

ROLL CALL

Present: Melinda Hill, Barbara Holder, Gerard Verschueren and Stephen Kirksey

Absent: John Dalton

Non-Voting Members Present: Bob Grace, Bev Jasinski, Pam Lee and April Feng

Non-Voting Members Absent: Jennifer Stein

Others Present:

*Scott Cope, Director of Building/Ordinance Enforcement
Jane Leslie, Deputy Clerk*

APPROVAL OF MINUTES

2005-0050 Regular AIS Meeting - January 10, 2005

Attachments: 011005 AIS Minutes.pdf

A motion was made by Verschueren, seconded by Kirksey, that this matter be Approved.

Resolved that the Administration and Information Services Committee hereby approves the Minutes of the Regular Meeting of January 10, 2005 as presented.

The motion carried by the following vote:

Aye: Hill, Holder, Verschueren and Kirksey

Absent: Dalton

UNFINISHED BUSINESS

2004-0667 Discussion Regarding Creation of a Proposed Committee to Promote Communication with Local Businesses

Attachments: Referral Notice.pdf; Min CC Draft 080404.pdf

Ms. Holder explained that the guest speakers scheduled for the meeting were unable to attend and, thus, the discussion would be postponed until the next Committee meeting.

Discussed

2005-0016

Establish 2005 Meeting Schedule

Attachments: Memo 2005 Schedule.pdf; Meeting Schedule Res- Ver2.pdf; Meeting Schedule Res-Ver1.pdf

A motion was made by Verschueren, seconded by Kirksey, that this matter be Approved.

Resolved, that the Administration and Information Services Committee establish their 2005 Meeting Schedule as the first Tuesday of each month at 4:00 p.m., with the understanding that when issues of great importance arise, that are of interest to the residents, the Committee will reschedule those meetings, as necessary.

The motion carried by the following vote:

Aye: Hill, Holder, Verschueren and Kirksey

Absent: Dalton

NEW BUSINESS

2005-0097

Annual Class C Inspection Report - 2005

Attachments: Memo Leslie.pdf; List of Class C Licenses.pdf; Bldg Dept Report.pdf; Heath Dept Reports1.pdf; Heath Dept Reports2.pdf; Heath Dept Reports3.pdf; Heath Dept Reports4.pdf

Health Department Inspections

Ms. Sybil Hagler appeared before the Committee on behalf of the Oakland County Health Department. She briefly explained that if an establishment is cited three (3) times for the same violation, the establishment is required to appear at the Health Department for a pre-hearing conference. Afterward, if the violation(s) continue, the revocation process would be implemented. Ms. Hagler stressed that to correct the violation on site during an inspection does not correct the situation; the Health Department must see that "the practice is corrected."

Ms. Hagler described various types of violations that were found during recent inspections of area establishments:

- * Unlabeled chemical bottles
- * Improper storage of chemicals
- * Improper "air gaps"
- * Soiled food contact items (can openers, knives)
- * Unapproved sprays (pest control)
- * Cross-contamination
- * Lack of a Certified Food Manager on the premises

Committee members expressed interest in seeing Health Department reports on local establishments on a quarterly basis to keep up with any ongoing violation issues that may result.

Ms. Leslie indicated that she would send a letter to Ms. Hagler's supervisor at the Health Department requesting that this information be provided on a quarterly basis.

Committee members also requested copies of the current Health Department reports Ms. Leslie received the previous day, as there had not been adequate time to review them prior to the meeting.

Building Department Inspections

Mr. Scott Cope, Director of Building/Ordinance Enforcement, indicated that the extensive changes made to the ordinance have helped the Building Department considerably in terms of increased compliance; particularly with regards to the increased inspection fee and reinspection fee. He then described the two (2) establishments that are currently out of compliance:

* Chuck E. Cheese's - Building and electrical violations

* The Olive Garden - Building and mechanical violations

Mr. Cope noted that while The Olive Garden appears to be working to correct their violations, Chuck E. Cheese's has been unresponsive to the City's requests for compliance. He explained that according to the ordinance, establishments are given thirty (30) days to come into compliance, at which time the matter is brought before the Administration & Information Services (AIS) Committee for evaluation. Following that evaluation the AIS Committee makes a recommendation to Council to hold a public hearing to possibly revoke their liquor license.

Ms. Hill made a motion to have the Clerk's Department invite the two (2) establishments to discuss the matter at the March AIS Committee meeting.

Returning to the matter of liquor licenses, **Ms. Leslie** noted the following:

* A draft of the revised liquor license application is currently being reviewed by City Clerk Bev Jasinski.

* The Oakland County Sheriff's Department has yet to respond to repeated requests for information regarding a change to their inspection process.

* The Michigan Liquor Control Commission has yet to respond to questions regarding the proposed Papa Joe's concept.

A motion was made by Hill, seconded by Kirksey, that this matter be Approved.

Resolved that the Rochester Hills City Council Administration and Information Services Committee hereby requests that the Administration contact Chuck E. Cheese's and The Olive Garden requesting that their representatives appear before the Committee on March 1, 2004 at 4:00 p.m. to evaluate their compliance with the City's building code ordinances.

Be It Further Resolved that the Administration and Information Services Committee, upon completion of said evaluation, shall make recommendations to the City Council whether to proceed with a public hearing regarding the continuation of these establishments' liquor licenses.

The motion carried by the following vote:

Aye: Hill, Holder, Verschueren and Kirksey

Absent: Dalton

COMMUNICATIONS

Website Implementation

Mr. Bob Grace, Director of MIS, displayed the new City website design and informed members that the site is tentatively scheduled to go live at the beginning of March. He noted that there was a need to "tweak" the software due to the large amount of content. He explained that all web pages would be standardized and each department would be responsible for managing and updating their content. In response to **Ms. Hill's** request that the new City Gateway logo be included, Mr. Grace explained that the design Committee had considered that option, but determined it would not be incorporated into the website design until the Gateway's were implemented in the community. He further stressed that, at this point, the design of the site is set and only the content would change going forward.

Network Upgrade

Mr. Grace noted the following MIS efforts regarding the anticipated network upgrade:

- * Continuing to gather data to determine future disc space needs.
- * Testing various products.
- * Considering wireless communications to more efficiently communicate with the DPS Facility.
- * Design meeting scheduled for February.
- * Needed specifications will be determined by the first week of March.
- * RFPs will be sent by the middle of March.
- * Recommendations will be brought before Council in mid-May.

JD Edwards/PeopleSoft/Oracle (J/P/O)

Mr. Grace noted the following MIS responses to the recent J/P/O merger/acquisition:

- * Delay the software upgrade as J/P/O has extended their support through 2007.
- * Continue to examine other software options.
- * Implement minor network upgrades that will require minor hardware adjustments.

YOUTH COMMENTS

Ms. Jennifer Stein noted that she and Ms. Feng would be reporting to City Council on their involvement in the Youth Representative program and asked Committee members for suggestions as to topics of discussion.

Committee members recommended the following:

- * An overview of what the Youth Representatives have learned at the Committee.
- * Description of their experiences and the value of those experiences.
- * Recommendation as to whether they recommend continued participation in the program.

Ms. April Feng briefly made some recommendations regarding the design of the website.

ANY OTHER BUSINESS

Ms. Pam Lee, Director of Human Resources, announced that she is gathering data and will be bringing salary information forward to the Committee at the April meeting.

NEXT MEETING DATE

Regular Meeting - Tuesday, March 1, 2005 at 4:00 p.m.

ADJOURNMENT

There being no further business to discuss, Chairperson Holder adjourned the meeting at 5:03 p.m.

Minutes prepared by Margaret Strate.

Minutes were approved as presented/amended at the _____, 2005 Regular Administration & Information Services Committee Meeting.